

Civil Action No. _____

PROOF OF SERVICE*(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (l))*

This summons for *(name of individual and title, if any)* Pottstown Borough
 was received by me on *(date)* 11/02/2023.

☐ I personally served the summons on the individual at *(place)* _____
 _____ on *(date)* _____; or

☐ I left the summons at the individual's residence or usual place of abode with *(name)* _____
 _____, a person of suitable age and discretion who resides there,
 on *(date)* _____, and mailed a copy to the individual's last known address; or

☒ I served the summons on *(name of individual)* Virginia Takach, who is
 designated by law to accept service of process on behalf of *(name of organization)* Pottstown Borough
 _____ on *(date)* 11/02/2023; or

☐ I returned the summons unexecuted because _____; or

☐ Other *(specify)*: _____

My fees are \$ _____ for travel and \$ _____ for services, for a total of \$ 0.00.

I declare under penalty of perjury that this information is true.

Date: 11/03/2023



Server's signature

Lisa Whalen, Esq.

Printed name and title

Legal Aid of Southeastern Pennsylvania
933 N. Charlotte Street, 2-A
Pottstown, PA 19464

Server's address

Additional information regarding attempted service, etc: _____